

# EQUIPMENT INVENTORY FORM

STATE OF KANSAS  
OFFICE OF THE ATTORNEY GENERAL  
120 SW 10<sup>TH</sup> Avenue, 2<sup>nd</sup> FLOOR, TOPEKA, KS 66612-1597

All subgrantees are required to fill out this form if equipment is purchased with any grant funds administered by the Kansas Attorney General. Any equipment purchase must have been approved as part of the grant award. The Attorney General's Office defines equipment as assets with a useful life of one year or more and a cost of \$100 or more. This form must be sent or faxed, **(785) 291-3875**, to the Attorney General's Office within 30 days of purchasing the equipment. A copy should also be retained in the subgrantee's grant file.

Name of Subgrantee Organization:

Name and Phone Number of Individual Completing Form:

Grant Project Number:

Description of the Equipment:

Serial (or other identification) Number:

Source of the Equipment:

Identification of Who Holds the Title:

Acquisition Date:

Cost of the Equipment: \_\_\_\_\_ Cost Charged to Grant:

Percentage of Cost Paid for with the Above Referenced State Grant:

Location of Equipment:

New/Used (circle one) Equipment on Date of Purchase. If Used, Condition of Equipment:

If you have questions, please do not hesitate to contact this office at (800) 828-9745. Thank you for your assistance in this matter.